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JOB DETAIL

Ref. IO1739 - 7/12/2016

Procurement Officer - TCWS 004

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|-----------------------------------|--|
| Main job | Procurement |
| Department | FPD / Finance & Procurement Department |
| Division | FPD / Procurement & Contracts Division |
| Section | FPD / PCD / Procurement, Construction, Assembly & Logistics Section |
| Job Family | Functional Officer - 2 |
| Application Deadline (MM/DD/YYYY) | 08/21/2016 |
| Grade | P3 |
| Direct employment | Not required |
| Purpose | -To manage tenders and place contracts for the ITER Organization (IO), from the establishment of the contract strategy through to the closure of the contracts, especially in relation to the Tokamak Cooling Water System activities; -To interface with tenderers pre- and post-award of the contract for clarifications, tenderers conference, negotiations, changes in the terms of contract. -To chair tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs). -To develop and propose improvements to existing processes and procedures. |
| Main duties / Responsibilities | -Reviews the technical specifications and ensure good quality of the requirements; -Manages tender processes for in cash contracts, including joint tenders with DAs which include the development of procurement strategies, drafting of Memoranda of Understanding for joint tender processes, drafting tender packages, and negotiating with suppliers whenever necessary; -Provides support to Technical Departments in ensuring the quality of the technical specifications associated to procurement requirements, ensures best value for the IO and investigates industrial solutions, in particular for the procurement related to the Tokamak Cooling Water System under IO responsibility; -Provides advice to line management for the annual and multi-year procurement plan for the assigned area, in compliance with the schedule; -Trains Technical Responsible Officers working for the IO on In-cash procurement procedures; -Ensures continuous improvement in the procurement procedures and processes in order to save cost and implement cost containment objectives; -Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management; -Drafts special and general conditions, participates in the negotiation of the final contract documentation, up to the signature by the delegated authority, etc.; -Provides support to the IO Responsible Officers in the management and follow-up of contracts once signed; -Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Master Management Plans; -Performs other duties linked to the above purpose upon management request, as necessary; -Maintains a strong commitment to the implementation and perpetuation of ITER Safety program, values and ethics. -Reports to the Support Construction, Assembly and Logistics Section Leader; -Interfaces with IO Technical Responsible Officers, IO line management and with DAs representatives; |
| Measures of effectiveness | -In response to requests from the Director-General and/or Head of the Finance & Procurement Department (FPD), or proactively, informs the Director-General/ head of FPD of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize |

My space

 See jobs

My job alert

the achievement of the Project's objectives.

- Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contracts Division in the allocated scope;
- Timely delivery of tenders and contracts in accordance with the relevant procurement plans, with a particular focus on the procurements related to the Tokamak Cooling Water System.
- Develops and executes the Procurement Plans according the ITER Project Schedule;
- Rigorously implements IO Procurement Procedures for contract awards.

Project Construction Phase

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|--------------------------------|--|
| Level of study | Master or equivalent degree |
| Diploma | Business Admin. & specific procurement knowledge |
| Level of experience | At least 8 years |
| Technical experience/knowledge | <p>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.</p> <p>-At least 8 years of proven experience in procurement for construction projects;</p> <p>-Technical knowledge in procurement of mechanical components is an advantage.</p> <p>-Basic experience in public procurement is required;</p> <p>-Proven experience in technical and nuclear environment;</p> <p>-Knowledge and practice of FIDIC contracts will be an advantage;</p> <p>-Autonomy in the management of large portfolios.</p> |
| Social skills | <p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p> <p>Ability to communicate effectively</p> <p>Good planning and organisational skills</p> <p>Good negotiation skills</p> |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook) |
| General skills | -Very good Project Management experience required. |
| Others | <p>-Good command of the MS Office Package;</p> <p>-ERP proficiency (SAP or other), MS project.</p> |
| Languages | English (Fluent) |